



Coordinator, Physical Activity, Nutrition and Tobacco

Non-Classified Classification

Open for Recruitment: March 17, 2008 – Open until filled

Announcement # NONCLS035059

Salary Range: \$23.00 - \$27.00 per hour [-Plus Competitive Benefits!](#)

Location(s): Boise

SPECIAL NOTIFICATION: This position is exempt from classified state service and the rules of the Division of Human Resources and the Idaho Personnel Commission.

General Information:

This position requires an experienced master practitioner and administrator who, under some administrative direction, performs professional work of considerable difficulty and exercises considerable independent judgment, expertise, initiative, and leadership. The incumbent will exercise extensive influence on curriculum, teaching and evaluation strategies, and policy development relating to Physical Activity, Nutrition and Tobacco (PANT). The PANT Coordinator will administer the Centers for Disease Control and Prevention cooperative agreement for PANT education, develop training modules and conduct workshops focused on the content standards for health and physical education and strategies for teaching PANT education, and collaborate with several Department of Education programs in the area of coordinated school health.

Responsibilities:

- Provide technical assistance to superintendents and educators related to PANT promotion and tobacco use prevention, health education, and physical education
- Represent the State Department of Education in a professional capacity on a variety of commissions, task forces, committees and study groups
- Assess and assist in providing training in PANT for teachers, administrators, parents and community groups
- Research, interpret and disseminate the results of relevant studies of professional importance to local educators
- Administer and account for the CDC cooperative agreement funds for PANT
- Provide leadership to Idaho schools and communities in the areas of PANT, health education, and physical education
- Develop the cooperative agreement proposal for the CDC-funded PANT program in collaboration with the Department of Education and Department of Health and Welfare CSHP directors and staff working in the areas of physical activity, nutrition and tobacco
- Implement the PANT education cooperative agreement work plan and submit required reports
- Develop and conduct training for health educators, physical educators, school nurses, counselors and administrators that integrates PANT education into health education and other curricular areas
- Collaborate with other governmental and community groups on projects associated with PANT

Minimum Qualifications:

Education: Master's degree or equivalent from an accredited college or university with emphasis in health and/or physical education or behavioral sciences.

Experience: Three years school experience K-12; administrative experience preferred.

Knowledge, Skills, and Abilities: Knowledge of the theory and practice of public education, including an understanding of systematic planning relating to effective school practices in the area of PANT education and health education; ability to communicate orally and in writing with a variety of publics; considerable

expertise in human relations skills; ability to administer program operations and conduct effective workshops and trainings.

Application Procedure:

This is a full time position serving under appointment of the State Superintendent of Public Instruction. The professional staff employment application and veteran's preference information can be found at: <http://www.sde.idaho.gov/JobOpenings/default.asp>

Please submit a letter of interest, the professional staff employment application, resume', and three letters of recommendation or the names and contact information of three professional references to:

State Department of Education
Sue Nesbella, Human Resource Specialist
650 W. State Street
P.O. Box 83720
Boise, ID 83720-0027
Phone: (208) 332-6873
E-Mail: SMNesbella@sde.idaho.gov

Your letter of interest and/or resume should specifically address how your education and work experience meet the responsibilities, qualifications, and required skills of the position. Application materials may be dropped off, mailed, faxed or submitted electronically. By electronic submission, applicants certify that the information they are providing is true and correct even without an actual signature.

Interested candidates should submit a complete application packet as soon as possible.

Application review and screening will begin March 31, 2008. Interviews dates have not been established at this time. This announcement will be closed without notice once the position has been filled.

**Thank you for your interest in employment with the
State Department of Education!**

OVERTIME NOTICE:

At the discretion of the appointing authority, compensatory time off may be provided in lieu of overtime cash compensation.

Hiring is done without regard to race, color, religion, national origin, sex, age or disability. In addition, preference may be given to veterans who qualify under state and federal laws and regulations. If you need special accommodations to satisfy testing requirements, please contact the Division of Human Resources.